

**TOWN OF DAVIE
SPECIAL MEETING
APRIL 18, 2006**

The meeting was called to order at 6:02 p.m. and was followed by the Pledge of Allegiance. Present at the meeting were Mayor Truex, Vice-Mayor Crowley, and Councilmembers Caletka, Paul and Starkey. Also present from the Town were Acting Town Administrator Cohen, Town Attorney Kiar, and Assistant Town Clerk McDaniel recording the meeting.

1. Town Administrator Recruitment and Selection Process

Florida City and County Management Association - Range Riders

Richard Simmons, Range Rider Program Coordinator, explained the Range Riders program. He advised that the program volunteers assisted cities with recruitment at no cost. He stated they were not professional recruiters but helped write qualifications and prepare criteria. Mr. Simmons recommended that the Police Department conduct background checks with the final applicant. He added that the final applicant should also be a member of the International City Managers Association (ICMA).

Councilmember Starkey spoke of the value of the Range Riders.

Mayor Truex asked how Range Riders ensured diversity in the pool of applicants. Mr. Simmons recommended advertising in the ICMA newsletter, local newspapers, professional journals and public postings. Mayor Truex asked about the timeframe required. Mr. Simmons advised this could take between four to six months after placement of initial advertisements.

Vice-Mayor Crowley asked about the time difference between conducting a statewide versus a nationwide search. Mr. Simmons explained the timeframe would not differ much.

Councilmember Caletka asked how Council would be sure applicants were chosen based on merit and not on political skills. Mr. Simmons stated that applicants' credentials and work history were measured and not their political activity.

Slavin Management Consultants, Inc.

Bob Slavin provided a history of his company and highlighted its successes.

Mayor Truex asked what special effort was made to ensure a diverse pool of applicants. Mr. Slavin advised that his firm was a member of the National Forum of Black Administrators and worked with a consultant in charge of minority recruitment. He felt this depended largely on the Town's criteria. Mr. Slavin recommended advertising with ICMA and J.O.B.S. and other similar organizations. Mayor Truex asked about the timeframe needed for the search. Mr. Slavin responded that this would take 60-90 days from the time criteria was set.

Councilmember Starkey asked about Mr. Slavin's current commitments to other searches. Mr. Slavin advised that he was currently working on eight and that he would be available to handle this search.

Vice-Mayor Crowley asked if the Town would pay travel costs. Mr. Slavin advised his fee was capped. He recommended that the Town search nationally but focus locally. Mr. Slavin stated that his fee was approximately \$13,200 plus 55% expenses, which should total no more than \$20,500. Councilmember Caletka asked about the guarantee policy. Mr. Slavin responded that this was two years.

TOWN COUNCIL MINUTES
APRIL 18, 2006

The Burgess Group

William Burgess spoke of his background and advised that his firm did not specialize in city administrators but concentrated on mid- to senior-level employees for major service industries, corporations and non-profits. He explained his firm's methods and advised that the search process would take approximately 45 days after criteria was set.

Councilmember Paul commented that the firm did not specialize in municipal searches and asked if Mr. Burgess felt his firm's experience in corporate searches would benefit the Town. Mr. Burgess responded affirmatively and felt his firm's experience brought the necessary skills in selecting an effective candidate. He advised that his fees were based on 45-day schedule but his firm would adhere to the Town's flat fee schedule. In response to Councilmember Paul, Mr. Burgess had no problem commuting to the Town from New York.

Councilmember Caletka asked for a ballpark fee. Mr. Burgess advised he would adhere to what Human Resources Management Director Mark Alan had indicated. Mr. Alan advised that all candidates had been informed that the Town had to adhere to a flat fee of \$20,000. Councilmember Caletka asked about a guarantee for placement. Mr. Burgess advised placement would be guaranteed for one year and if the individual did not meet Town's need, they would be replaced at no cost. However, if Council did not show cause for dismissal, his firm would still replace the individual but the Town would cover expenses. He advised his firm would cast a wide enough net for individuals with municipal experience, business backgrounds, non-profit experience, ethnicity and gender. Mr. Burgess added that he would not go over the service fee of \$385 per month for miscellaneous expenses.

Councilmember Crowley thanked Mr. Burgess for the presentation. He spoke of the difference in public versus private sector administration criteria. Mr. Burgess advised that his firm would meet with Human Resources to create a compromise of necessary criteria.

Mayor Truex asked how diversity would be ensured in the candidates. Mr. Burgess spoke of his firm's affiliations with major associations and networks that provided diversity. Mayor Truex asked about background checks. Mr. Burgess advised that his firm conducted internal checks but also used an outside source for more detailed checks. Mayor Truex asked whether Mr. Burgess would have time to meet with Council individually. Mr. Burgess stated that he would take cues from Human Resources and meet with Councilmembers accordingly.

Colin Baenziger & Associates

Colin Baenziger provided a brief history of his firm and its competencies.

Councilmember Starkey asked about the timeframe required for a search. Mr. Baenziger advised that it would take 75 days and there was no extra charge if it took longer than anticipated.

Councilmember Caletka referred to a February 10, 2006 letter indicating \$17,500 while the new proposal stated \$18,500. Mr. Baenziger agreed to adhere to the \$17,500 rate.

Mayor Truex asked how diversity would be ensured in the pool of applicants. Mr. Baenziger advised that his firm actively searched for diversity. Vice-Mayor Crowley asked how applicants were informed of the cost of living. Mr. Baenziger explained that this information was communicated via advertisements or via phone.

Mr. Alan provided a rating sheet to Council. He explained that two firms not present that evening would be interested in the event the Town did not choose any firm that already presented.

Councilmember Starkey referred to calls she had received from Broward County Commissioners who were unhappy with Baenziger & Associates' timeliness.

TOWN COUNCIL MINUTES
APRIL 18, 2006

Councilmember Caletka asked if the Town was obligated to pay if a firm did not meet the required timeline. Mr. Kiar advised that any contract should stipulate that if the Town's timeline was not met, there may be a financial penalty. Mayor Truex felt some flexibility was required.

Councilmember Paul wanted to look at the difficulty of the pool that everyone was looking at.

Mayor Truex felt all presenters were well qualified. He asked Council not to rank Range Riders at the top, as he strongly believed the Town needed a full service professional search firm.

Councilmember Starkey was a strong supporter of Range Riders but agreed with Mayor Truex that the Town needed a professional search firm. Vice-Mayor Crowley agreed and wanted to be sure final selection was still subject to negotiation, which Mr. Alan confirmed. Councilmember Paul pointed out that Council had to add time to negotiate a contract.

Councilmember Starkey wanted to set a timeline as soon as possible and requested a meeting to determine what criteria, salary and benefits package would be advertised. Mr. Cohen advised that the contract would stipulate a timeline.

Mr. Alan read the ranking as follows: 1) Slavin Management Consultants - 8; 2) Burgess Group and Baenziger and Associates tied - 12; and 3) Range Riders - 18

After re-ranking only the second place firms, the final ranking was: 1) Slavin Management Consultants; 2) Burgess Group - new score of 7; 3) Baenziger and Associates - new score of 8; and 4) Range Riders

Councilmember Paul made a motion, seconded by Mayor Truex, to approve the rankings. In a voice vote, all voted in favor. (Motion carried 5-0)

Mr. Alan encouraged Council to objectively analyze information to overcome potential criticism should Council decide to choose a current employee. Councilmember Starkey wanted to work with the recruiting firm. Vice-Mayor Crowley did not want to see resumes piecemeal but all at once. Mr. Alan advised that Council could decide on the process.

There being no further business to discuss and no objections, the meeting was adjourned at 7:55 p.m.

Approved _____

Mayor/Councilmember

Town Clerk